

## ORDINANCE NO. \_\_\_\_\_

1 AN ORDINANCE amending Chapter 2.76 of the Lincoln Municipal Code relating  
2 to Personnel Rules and Regulations by amending Section 2.76.015 to clarify the positions  
3 covered by said rules and regulations; amending Section 2.76.150 to incorporate the changes  
4 resulting from the new pay plan for pay ranges prefixed by "N" or "X"; amending Section  
5 2.76.200 to better address the appointment of an employee to crew leader status; and repealing  
6 Sections 2.76.015, 2.76.150, and 2.76.200 of the Lincoln Municipal Code as hitherto existing.

7 Section 1. That Section 2.76.015 of the Lincoln Municipal Code be amended to  
8 read as follows:

9 **2.76.015 Positions Covered by Rules.**

10 These rules shall apply to all positions in the classified service ~~and also to positions in~~  
11 ~~the unclassified service~~ as provided herein.

12 Section 2. That Section 2.76.150 of the Lincoln Municipal Code be amended to  
13 read as follows:

14 **2.76.150 Compensation Plan; Merit Pay Plan; Pay Increases for Exceptional Service.**

15 Additional pay increases to recognize exceptional service may also be granted by  
16 awarding a one- or two-step increase which may be authorized for periods of six, twelve,  
17 eighteen, or twenty-four pay periods and will automatically terminate on the expiration of the  
18 authorized time unless renewed by the same procedure as is required for original approval.  
19 For an employee being paid at the maximum rate of his pay range, a temporary exceptional  
20 service increase may be granted. Such pay increase shall not exceed ~~two~~ three and one-half  
21 percent of the employee's current annualized salary, or \$300.00, whichever is greater, to be

1 paid in two, four, or six pay periods. Increases for exceptional service shall be paid only on  
2 recommendation of the department head supported by a convincing showing in writing of  
3 exceptional service as related to specific criteria to be recommended by each department  
4 applicable to its own work and approved by the Director of Personnel. This section applies  
5 only to ranges prefixed by "N", "X", "F", or "P".

6 The Director of Personnel shall annually send a written report to the Mayor listing  
7 employees approved for exceptional service pay increases.

8 Section 3. That Section 2.76.200 of the Lincoln Municipal Code be amended to  
9 read as follows:

10 **2.76.200 Compensation Plan; Temporary Assignment in a Higher Classification.**

11 (a) Any regular employee in a pay range prefixed by "C" or "E" who is assigned  
12 temporarily to work in a permanent position in a class with a higher maximum salary than the  
13 maximum salary of such employee's regularly assigned class and who actually works a  
14 minimum of three consecutive work days in the higher classification in any bi-weekly pay  
15 period shall be compensated at the minimum rate established for the higher class for each  
16 consecutive eight hours or more of work performed during any regularly assigned work shift  
17 served in the higher class. If an employee works more than the three day minimum, that  
18 employee shall be compensated for all the time worked in the higher classification. For the  
19 purpose of determining temporary assignment, each payroll period shall be considered  
20 separately. In the event that the minimum salary of the higher classification is not at least five  
21 percent above the employee's current salary, said employee working in a higher classification  
22 for the required time shall be paid for that temporary assignment at the rate of five percent  
23 above his current base salary. The employee who is temporarily assigned to serve, and actually  
24 does serve in a higher level position, must have served a thirty-day orientation period for the  
25 job in the higher level position prior to the assumption of that higher level position, and be

1 fully qualified to perform and must actually perform the full range of duties of the higher level  
2 position in order to be eligible for the additional compensation herein provided.

3 (b) Any regular employee, in a pay range prefixed by "X" who is temporarily assigned  
4 to work in a permanent position in a class with a higher maximum salary than the maximum  
5 salary of such employee's regularly assigned class and who actually works a minimum of eight  
6 or more consecutive hours in the higher classification shall receive at least a step increase in  
7 pay for the original eight consecutive hours worked plus any additional consecutive hours  
8 worked in the higher classification. The employee who is temporarily assigned to serve, and  
9 actually does serve in a higher level position, must be fully qualified to perform the full range  
10 of duties of the higher level position, even though he may not actually perform the full range  
11 of duties during the time he is temporarily assigned to the higher classification. In the event  
12 an employee is temporarily assigned to a higher classification and requests and receives  
13 approval for paid leave, such paid leave shall be compensated at the employee's rate of pay  
14 prior to being temporarily assigned to the higher classification.

15 (c) Project Leader. When an employee is required to perform duties outside of his or  
16 her normal job duties due to special or unusual circumstances, a department head or his or her  
17 designated representative may appoint such employee to serve as a project leader. The  
18 appointment shall last no longer than the length of the project, or for one year, whichever is  
19 less. If an employee with a pay range prefixed by "A", "C", "E" or "M" is appointed as a project  
20 leader they shall receive an increase in compensation of up to ten percent while in the status  
21 of project leader. The appointment must be approved by the Director in whatever form he or  
22 she may require.

23 (d) Crew Leader. A department head or his or her designated representative may  
24 appoint any employee to serve as crew leader. ~~The appointment shall last no longer than the~~  
25 ~~length of the project, or six months, whichever is less. The appointment shall be for the~~

1 purpose of performing duties outside of his or her normal job duties as they relate to a special  
2 project assignment or performing duties outside of his or her normal job duties for the purpose  
3 of performing work that needs to be done to accomplish the daily work of the department or  
4 division. The appointment may last up to one year and may be extended, with review by the  
5 Director, due to special circumstances. If an employee with a pay range prefixed by an "X" or  
6 "N" is appointed as a new crew leader, they shall receive an increase in compensation of one  
7 step above their current rate of pay, or three and one-half percent if at step J. The appointment  
8 must be approved by the Director in whatever form he or she may require.

9 Section 4. That Sections 2.76.015, 2.76.150, and 2.76.200 of the Lincoln  
10 Municipal Code as hitherto existing be and the same are hereby repealed.

11 Section 5. That this ordinance shall take effect and be in force from and after its  
12 passage and publication according to law.

Introduced by:

\_\_\_\_\_

Approved as to Form & Legality:

\_\_\_\_\_  
City Attorney

**Approved this \_\_\_\_ day of \_\_\_\_\_, 2002:**

\_\_\_\_\_  
**Mayor**